

## **HAWAII PUBLIC HOUSING AUTHORITY (HPHA)**

***On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite the following highly motivated and dedicated professionals to join our team and make a difference!***

### **Planner IV**

**(\$49,332+)**

This position is responsible for supervising and overseeing program planning, development, research and analysis in support HPHA's programs, and includes developing, planning legislative proposals, reports and rule making decision; reviews and evaluates the HPHA objectives, policies, procedures and programs.

Graduation from an accredited college or university with a major in urban or regional planning, public administration, business administration or related fields, with at least three (3) semester credit hours in statistical methods and models.

Two years experience of progressively complex responsible experience that required the application of research and analysis principles for the formulation of plans and programs, and policy recommendations. Experience must have included the collection and evaluation of an extensive variety of physical, social economic and/or environmental data, determination of public opinion and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in the area of concern.

### **Planner III**

**(\$43,836+)**

This position is responsible to formulates and assists in developing long and short range functional plans to meet HPHA program objectives. Conducts research, reviews and analyzes statistical, demographic and market data to identify specific levels and types of housing needs within the State; assists with the development of legislative proposals and reports in support of the HPHA plans and programs; monitors housing related measures at the Hawaii State Legislature; draft testimonies on housing related legislation and issues.

Graduation from an accredited college or university with a major in urban or regional planning, public administration, business administration or related fields, with at least three (3) semester credit hours in statistical methods and models.

One year of progressively complex responsible experience that required the application of research and analysis principles of the formulation of plans and programs, and policy recommendations. Experience must have included the collection and evaluation of an extensive variety of physical, social economic and/or determination of public opinion, and general community objectives and policies to obtain a comprehensive prospective of conditions and identify problems and opportunities in the area of concern.

**Property Management Specialist****(\$42,144+)**

This position will administer the privately managed site and federal housing contracts to ensure all agreements are in compliance with the housing regulations; analyze proposals with regards to management of rental properties; conducts on-site inspection and audit tenant files to verify eligibility for housing programs.

A minimum two(2) years of specialized experience in property evaluation, operation of residential and/or commercial properties including efficient utilization of maintenance of real property which includes property evaluation and preparation of management proposals.

**System Analyst IV****(\$42,144+)**

This position will provide the agency with technical support for all automated data processing activities to include new systems development, re-engineering of existing systems, enhancement to existing systems, network development and management, hardware/software troubleshooting, user assistance and training.

Bachelor's degree from accredited college or university, preferably with a degree in Information Sciences. Two and a half years of progressively responsible technical experience which involved a variety of hardware, software and transmission media that enable to connectivity between computers over LANS/WANs.

**Contract Specialist****(\$42,144+)**

The Contract Specialist will be responsible to provide the agency-wide administration of all contract, and procurement activities relating to building contracts for housing development and re-modernization of units; prepares all Request for Proposals (RFP), Invitation for Bids (IFB), Request for Qualifications (RFQ), Request for Interest (RFI), Sole Source and other solicitations for professionals or construction services.

Bachelor's degree from accredited college or university; excess work experience as described under specialized experience below, which provided knowledge, skills and abilities comparable to those required in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis.

Ability to interpret statutes, administrative rules, technical manuals ordinances, policies and procedures; apply principles and procedures of written materials to work process. Knowledge of principles and practices of procurement and supply chain management; specific knowledge in the area of engineering, architectural, and construction contracting.

Two years of work experience in preparing construction contracts or specifications, and legal notices requiring knowledge and application of pertinent Federal and State procurement laws, policies and procedures and contract management; or two years of

work experience in the construction industry which included the responsibility of compliance with specifications and an understanding construction management.

The above are exempt non-civil service positions. For more information about HPHA visit our website at [www.hcdch.hawaii.gov](http://www.hcdch.hawaii.gov). HPHA is an equal employment opportunity employer.

**Please submit resumes to:  
ATTN: Personnel – HPHA  
1002 N. School Street,  
P.O. Box 197097  
Honolulu, HI 96813  
Or Fax: 832-5937**

